USGIN Metadata Wizard

Tutorial  
<http://mw.usgin.org/>

Introduction to the Metadata Wizard.

After arriving at <http://mw.usgin.org/> you are now at the homepage, you will be able to see a flowchart that briefly explains the tools of the Metadata Wizard. Hover over a box to review a description of that tool.

First you will need to **sign in**. You can click one of the tools on the left hand side to do so. For example if you click Google (Gmail) you will be asked to enter in your **GMAIL** email address and password to be signed into the metadata wizard, same with **Yahoo!, Windows Live, OpenID, Blogger**, and **AOL/AIM.**

After signing in you will see above on the right hand side buttons for **My account, Logout,** and **Contact**. You may go **to My account** to view your account/profile. On the same homepage you will also see buttons on the top left hand side that say **Home,** **Dashboard, About** and **Help**. If you are planning to enter or view Metadata click the **Dashboard**.

Now that you are viewing your **Dashboard** you will be able to see the **“Collections”** you belong to. If you do not belong to any collections, you can click the “**Join an existing collection**” button to view collections that have been created by other users.

\*If you have clicked the join an existing collection, you will be brought to the collection page. You can scroll up and down to view which collections you may ask to join. When you have chosen the collection you want, scroll to the right and you will see a “**Request membership**” link in the same box as the collection. Click this to send a request to that collection manager. Now the Manager of that collection needs to approve you for you to view and create metadata for that collection. When the manager approves you to that collection you will be able to see the collection from your **Dashboard.**

\* If you prefer to create a collection of your own, return to **Dashboard**, and click the “**Add a new Collection”** button on the top right hand of the Dashboard page. After clicking the Add a new Collection link you will be brought to the **Create Collection** page. You will now see boxes for you to enter information about your new collection. Red stars indicate place where information has to be filled in order to create your new collection. On the left hand side under the metadata tab you will see a tab that says **Image Branding.** You may click that tab to enter an **icon** and a **logo** for your new collection. After all the information is entered you may click save to create your new collection. You may now view your collection from the **Dashboard.**

Now that you belong to a collection and you are viewing your **Dashboard** you can see information about you Collections. You now have more options, you can **view posts, View members, Export, view summary’s, add a template** and **add content**.

ADDING CONTENT/ CREATING METADATA:

To add content or create metadata view you’re Dashboard and choose which collection you would like to build metadata for, and then click the “Add content” tab on the right of the Collection name.

You now are on the Create Metadata page; this is where you need to enter information. There are 10 tabs on the left hand side all labelled. You will click on those tabs to enter different the information that corresponds with it. \* indicate tabs/sections that contain required information.

Autocomplete

Many of the text boxes on the forms have gray circles on the right side of the box. These are ‘autocomplete’ text boxes. When you start typing, the application searches for matching terms that start with the letters you have typed and will produce a pick list of matching terms. If a term matches what you need, pick it and tab out of the control.

Multiple values

**\* CREATE METADATA\***

**- Title –** Title of publication, report, map etc…

For key

**-Thematic keywords-** This is where you enter tags that correspond with the report, publication, map etc... So others can find it easily. Thematic Keywords will be theme words in your data such as: Geothermal, Groundwater, Uranium, Temperature etc.

**-Spatial Keywords-** This will be where you enter tags that correspond to the location of you report, publication, map etc. Such as: Arizona, Sonoma County, Benson etc.

-**Temporal Keywords-** This is where you will enter tags that correspond to the dates, time periods, and years to your report, publication, map etc.

**\*BASIC INFORMATION**

**-Author**- This is where you will enter the author of your report, publication, map etc. The arrows on the left hand side of the author boxes allow you to move and switch which author will appear first on the finished metadata page. If you have more than two authors, click the “Add another item” button to add another box. There should only be one author to a box.

-**Description-** This is where you will enter a brief description or abstract of the report, publication, map etc.

-**Publication Date-** Enter the month, day and year that your item was published.

-**Resource language**- Select the primary language used in the described resources.

**\*CONTACT-AUTHOR OR INTELECTUAL ORIGINATOR**

This is where you will enter information about the primary party responsible for creating the resource. Gives recognition to the primary resource creator as well as the means for resource users to ask questions about the content or quality of the resource. Include **Organization Name, Person Name, Street Address, City, State/Province, Postal Code, Country, Phone, Fax, Email,** and **Link.**

**\*RESOURCE INFORMATION**

**-Link-** Link to, describe and uniquely identify the resource by entering the URL to resource or resource page.

**-Resource ID-**Add unique identifier(s) for the resource that follow international standards such as DOI, ISBN and ISSN or that follow your institution's standard. Resource IDs must be prefixed with its protocol (lower case, no spaces) followed by a colon (:) and then the actual ID. For example:

doi:10.1000/182 isbn:0-671-62964-6 issn:1079-5146

-**Access Statement**- Describe how to access the resource

-**Constraints Statement**- Describe legal and usage constraints

**-Quality Statement**- Describe the quality of the resource.

-**Lineage Statement-** Describe the resource's provenance (data source and history, etc.).

**\*CONTACT-RESOURCE DISTRIBUTOR**

Enter information about the primary party responsible for distributing the resource such as a publisher, institution, warehouse, etc. Users will direct access and purchase requests to this party. Include **Organization Name, Person Name, Street Address, City, State/Province, Postal Code, Country, Phone, Fax, Email,** and **Link.**

**\*GEOGRAPHIC EXTENT-HORIZONTAL**

This is where you will enter the minimum bounding rectangle of an area relevant to the resource. You have the options of zooming in and out to find your resource location. After location is found, click “draw polygon” button on the right hand side of the map. Click, in two or more places around or within your resource location. Double click to finish, or to redo click off to side and then began again in your location area. You also have the option of filling in the **North bounding latitude, south bounding latitude, West bounding longitude**, and **East bounding longitude** in maximum, or minimum latitude in decimal degrees. If you create a box with the “polygon button” it will automatically fill these for you.

**\*GEOGRAPHIC EXTENT-VERTICAL**

This tab is where you may enter elevations extent for resources such as borehole samples and well logs in Meters relative to mean sea level. Information is not necessary, enter if relevant.

-**Surface Elevation**-Surface elevation in meters relative to mean sea level.

-**Minimum Elevation**-Minimum elevation in meters relative to mean sea level.

-**Maximum Elevation-**Maximum elevation in meters relative to mean sea level.

**\*TEMPORAL EXTENT**

This is where you may select a temporal extent related to the resource acquisition. Use a single date or a range. You may enter a **From date**, and a **To Date**. Format looks like -12/08/2010.

**\*PREVIOUS CITATION**

**-Bibliographic Citation** -When the described resource has been previously published, give the full citation for the published resource. Include author(s), book title, publisher, date of publication, and page number(s) if appropriate.

**\*UNIQUE METADATA ID**

**-** **Metadata ID-** This is an auto-generated, globally unique metadata record ID. Only change this ID if you are replacing an existing metadata record. There is no reason to change this otherwise.

**\*REVISION INFORMATION**

- **Log message-** An explanation of the additions or updates being made.

When you are Finished filling out all the information, you can either click **preview** or **save**.

**Preview** will take you to a page that shows all your information together so you can second check that you haven’t missed anything.

When you click the **save** button, you will be saving your metadata. If you have created your own collection you may publish this yourself. If you have a collection manager, they will choose to publish, edit etc. If you somehow missed something or want to add after metadata has been saved. Go to **Dashboard** at top of page and HOVER then click on “**My submissions**” in the drop down box. This will take you to a list of all your published and non-published metadata submissions. There you can find the one you want to edit, click edit and add or fix what you want. Then when done, remember to hit the save button.